



RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

Title

Personal data processing in the context of EFSA staff missions and the attendance of external experts to EFSA meetings

1) Controller(s)¹ of data processing activity (Article 31.1(a))

EFSA unit in charge of the processing activity: Head of Corporate Services Unit (CORSER)

EFSA Data Protection Officer (DPO): DataProtectionOfficer@efsa.europa.eu

Is EFSA a co-controller? **No**

If yes, indicate who is EFSA's co-controller:

2) Who is actually conducting the processing? (Article 31.1(a))

The data is processed by EFSA itself

Indicate the EFSA units or teams involved in the data processing:

The processing operation is conducted together with an external party **X**

Please provide below details on the external involvement:

Outsourcing to Travelling Agency and a Shuttle service provider.

3) Purpose of the processing (Article 31.1(b))

The purpose of the processing of personal data is the management of staff missions and the external experts participation in EFSA meetings.

4) Legal basis and lawfulness of the processing (Article 5(a)-(d)):

Processing necessary for:

(a) a task carried out in the public interest or in the exercise of official authority vested in EFSA **X**

(b) compliance with a legal obligation to which EFSA is subject

(c) performance of a contract with the data subject or to prepare such contract

¹ The controller decides on the purposes and means of the data processing. In case of joint controllership (e.g. systems of the European Commission applied by EFSA or jointly with another agency), EFSA is a co-controller.

(d) The data subject has given consent (ex ante, explicit, informed)

Further details on the legal basis:

Decision of the Management Board of 21 June 2018 on the adoption by analogy of the Commission Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel.

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are processed?

EFSA statutory staff	<input checked="" type="checkbox"/>
Other individuals working for EFSA (consultants, trainees, interims, experts)	<input checked="" type="checkbox"/>
Stakeholders of EFSA, including Member State representatives	<input type="checkbox"/>
Contractors of EFSA providing goods and services	<input checked="" type="checkbox"/>
The general public, including visitors, correspondents, enquirers	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other categories of data subjects (please detail below)	<input type="checkbox"/>

Further details concerning the data subjects whose data are processed:

- EFSA staff (officials, temporary and contract agents, seconded national experts);
- Various categories of external experts participating in different types of EFSA meetings. These categories are specified in the Expert's Compensation Guide and in the Compensation and Reimbursement Synoptic Table;
- The Travelling Agency; and
- The Shuttle service provider

6) Type of personal data processed (Article 31.1(c))

a) General personal data

The personal data concerns:

Name, contact details and affiliation	<input checked="" type="checkbox"/>
Details on education, expertise, profession of the person	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Financial details	<input checked="" type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>

Goods and services the person provides	<input checked="" type="checkbox"/>
Other personal data (please detail):	<input checked="" type="checkbox"/>
b) Sensitive personal data (Article 10)	
The personal data reveals:	
Racial or ethnic origin of the person	<input type="checkbox"/>
Political opinions or trade union membership	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Health data or genetic or biometric data	<input type="checkbox"/>
Information regarding the person's sex life or sexual orientation	<input type="checkbox"/>
<i>Further details concerning the personal data processed:</i>	
Data is processed for:	
A. Travel booking for EFSA Staff on mission and external experts (ie. pre-paid order form transmitted by the CORSER Unit to the Travelling agency; provision by the Travelling agency of fares and booking details matching the flight request as well as ticket conditions; acceptance and signature of the pre-paid order form by relevant staff)	
B. Shuttle service arrangements	
C. Travel insurance (more details in EFSA Mission guide & Experts Compensation Guide)	
D. Reimbursements, indemnities and allowances (filling of an application for reimbursement form)	

7) Recipients of the data (Article 31.1(d))	
Line managers of the data subject	<input checked="" type="checkbox"/>
Designated EFSA staff members	<input checked="" type="checkbox"/>
Other recipients (<i>please specify</i>):	<input checked="" type="checkbox"/>
A. Recipients inside EFSA – 'Mission workflow':	
<ul style="list-style-type: none"> • Personal information is processed at all Units within EFSA by means of the Order Forms for pre-paid travel tickets. In each EFSA Unit, administrative assistants initiate the prepaid process for staff missions and CORSER Unit assumes the prepaid process initiation with regard to travel arrangements of external experts attending EFSA meetings ; • Other recipients in the workflow inside EFSA are: the staff member going on mission, his/her line manager, the authorising officer/Head of Department, the EFSA CORSER Unit 	
B. The approved Travelling Agency of EFSA:	
Order Forms for pre-paid travel tickets are exchanged electronically with the Travelling Agency of EFSA. In addition, periodical invoices are exchanged electronically between EFSA and the Travelling Agency.	
C. Onward transfers by the Travelling Agency:	
To arrange travel bookings, the Travelling Agency is entitled to make onward transfers of extracts of personal data contained in the pre-paid Order Form to airline companies.	

Furthermore, in case additional services are exceptionally requested, the Travelling Agency is entitled to make onward transfers of extracts of personal data contained in the pre-paid Order Form.

D. Shuttle service

Each EFSA Units books the shuttle service for its staff on mission and CORSER Unit for external experts attending EFSA meetings. This service is directly paid for by the Finance unit through a monthly invoice.

E. Other recipients of personal data:

Information is furthermore transferred within EFSA or to other EU institutions as far as the transfers are necessary for the legitimate performance of tasks covered by the competence of the recipient, which is the case for the EFSA IT Systems Unit, providing technical support to the mission electronic workflow, the EFSA Internal Auditor, the European Court of Auditors, OLAF, IAS, European Ombudsman, EDPS, Civil Service Tribunal.

8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes No

If yes, specify to which third country:

If yes, specify under which safeguards:

- | | |
|--|--------------------------|
| Adequacy Decision of the European Commission | <input type="checkbox"/> |
| Standard Contractual Clauses | <input type="checkbox"/> |
| Binding Corporate Rules | <input type="checkbox"/> |
| Memorandum of Understanding between public authorities | <input type="checkbox"/> |

9) Technical and organisational security measures (Article 31.1(g))

How is the data stored?

- | | |
|--|-------------------------------------|
| On EFSA's Document Management System (DMS) | <input checked="" type="checkbox"/> |
| On a shared EFSA network drive or in an Outlook folder | <input type="checkbox"/> |
| In a paper file | <input type="checkbox"/> |
| Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private) | <input checked="" type="checkbox"/> |
| On servers of an external service provider | <input type="checkbox"/> |

On servers of the European Commission or of another EU Institution

In another way (*please specify*):

Please provide some general information on the security measures applied:

- The electronic mission workflow of EFSA is linked to a database where all relevant information is stored on the EFSA servers protected in accordance with the EFSA Security Policy. A filing system for Order Forms, invoices as well as reimbursement documents related to EFSA staff and external experts is kept with Finance Unit either in the ABAC system.
- With the Travelling Agency, the traveller profile (as far as available) and booking arrangements are contained in the Agency's database;
- For the exchange of information between EFSA and the Travelling Agency mainly electronic mail and internet are used.

It should be added that since 2013, EFSA applies a paperless workflow and filing system of pre-paid Order Forms in relation to the reimbursement of invoices and payments under the responsibility of the EFSA Finance Unit.

10) Retention period (Article 4.1 (e))

Order Forms for pre-paid tickets are stored together with the related experts and mission reimbursements in the general EFSA's archive and in ABAC in relation to the reimbursement of supplier invoices (paperless procedure). Invoices and related documents are kept for a period of five years after the budgetary discharge of EFSA as supporting documents in the sense of Article 48 of the FR Rules of Application.

The content of the functional inbox prepaid@efsa.europa.eu used in the management with the Travelling Agency is cleaned on a two-yearly basis and at any rate upon termination of the relevant service contract.

In line with the Data Protection Covenant signed between EFSA and the Travelling Agency, the Travelling Agency will delete all personal data collected during the contract period upon contract termination.

11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes No

If yes, please provide some details on the consultation with the ISO:

12) Information given to data subjects (Articles 15 and 16)

Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.

- Information on the data processing on the occasion EFSA meeting/events is detailed in a Privacy Statement inserted in the EFSA Mission Guide folder in the portal and via a link in each Invitation Letter sent to the experts (see annex 1).
- To know their personal data processed by EFSA and the Travelling Agency and to exercise their rights laid down in the Regulation, EFSA staff and experts at any time can contact the CORSER Unit (mission@efsa.europa.eu)

Last update of this record:27/02/2020

Reference: DPO/GOV/5